

**McLean Community Center
GOVERNING BOARD MEETING
1234 Ingleside Ave., McLean, VA 22101
February 25, 2009**

Members Present: Jan Auerbach, Chair; Drew Clark, Kevin Dent, Lee DiCenso, Jenni Dunn, Sean Dunn, Thomas Meyer, Risa Sanders, Ed Shahin, Lori Wertz

Members Absent: David Sanders

Staff Present: Julie Rasmussen, Executive Director; Clare Kiley, Deputy Director; Joe McGovern, Facility Manager; Carol Pardon, Administrative Assistant

Guests Present: Jane Edmondson, Dranesville Supervisor John Foust's office

Convened: 7:47 p.m.

Agenda approved.

Citizen Comment: None.

Minutes of January 28, 2009, accepted.

Chair's Report: Jan Auerbach

- Auerbach read a letter dated Feb. 10 that she received from William J. Bouie, newly-elected Chairman of the Fairfax County Park Authority Board.

Executive Director's Report: Julie Rasmussen

- Rasmussen said that George Sachs, the MCC's new Director Intergenerational Programs, is working on improving programs, including revitalizing the MCC's summer recreational camps [Camp McLean, Old Firehouse].
- Rasmussen reported on what the staff is doing to support the Board's list of high priority items. Auerbach requested monthly updates.

Executive Committee: Jan Auerbach, Chair

- Auerbach reported that the Executive Committee revised the first page of the Strategic Plan, which includes the mission, vision, and statement of overall goals for the MCC.
 - ***Recommendation:*** *Accept the [revised] first page of the Strategic Plan.* Approved by the Board (Shahin opposed).
- Executive Director Evaluation Form: Auerbach distributed the form for evaluating the MCC's Executive Director. The Committee approved five categories of job responsibilities and the performance evaluation levels in each category.
 - ***Recommendation:*** *Approve the performance standard for the Executive Director.* Approved by the Board.

Election Committee: Sean Dunn, Chair

- Dunn reported that three adults and two adults have taken out Governing Board candidate petition packets so far. He called for Board members to solicit people to run. He said that a

contract with the League of Women Voters to run the election is about to be signed, and that they have asked for \$1,000.

Program Committee: Ed Shahin, Chair

- Spring Dance: The Committee decided to lower the price of resident tickets to the adult, big-band dance planned for June 5 at the MCC. In response to a question from Dent, Rasmussen said that the lowered ticket prices will cover approximately 45-50 percent of costs if all of the tickets are sold. She estimates 150 people will attend. Dunn asked why tickets are being subsidized for those who are not residents of the MCC's tax district. Rasmussen said she expects the dance will be sold out to residents before tickets go on sale to non-residents. Shahin said he plans for the Program Committee to discuss holding monthly dances, but not on the scale as the first one.
 - ***Recommendation:*** *For the spring dance, charge \$15 per person or \$25 per couple for residents and \$25 per person for non-residents.* Approved by the Board.
- Strategic Plan: The Program Committee revised the Action Plan for Goal #2 of the Strategic Plan. It was put to the Board for a vote.
 - ***Recommendation:*** *Adopt action items under Goal #2.* Approved by the Board.

Ad Hoc Survey Committee: Risa Sanders, Chair

- Sanders said it was the recommendation of the Ad Hoc Committee that a resident survey be conducted, with the goal of including a core group of questions that remain the same over time so that a trend analysis can be done. She said both users and non-users of the MCC would be queried. George Mason University conducted that last survey and is recommending that an online survey be done as well as a phone survey. The questions would concern accessibility of, utilization of, and satisfaction with the MCC. It would query how people know about the MCC and how they would like to access information. It would provide questions concerned with facility expansion, including a question about a tax rate hike versus expansion. For example: How important is it to you that the MCC build a gymnasium, black box theatre, etc? Would you be willing to pay a higher tax rate to do this? Sanders said the MCC staff should provide input into the questions to be asked, and that there should be a way to capture anecdotal input.
 - ***Recommendation:*** *Proceed with bidding out a resident survey in 2009, of both users and non-users, which will be designed to include a core set of questions to ultimately track trend data. A survey will be conducted every two years, and will assess, at a minimum, issues related to accessibility, satisfaction, and utilization.* Approved by the Board.
- Auerbach said the work of the Ad Hoc Committee was concluded, and tasked the Program Committee to handle the survey project. She said that what Sanders had prepared in January could be turned into a scope of work. There was some discussion about timing. Dunn suggested the month of June so that it would dovetail with the FY 2011 budget review process. Shahin said the Program Committee could not get to it until April and that he didn't want the process to be rushed.

Finance Committee: Kevin Dent, Chair

- Liability: Leonard Clark, Insurance Manager for Fairfax County came to the Finance Committee meeting on February 24 and said that the County covers all liability for the MCC, including the Governing Board.
- FY 2011 Budget Timeline: Dent distributed a proposed timeline for preparation of the FY 2011 budget. The timeline calls for the Committees to get their work done on the budget in June, and for the Finance Committee to finalize the proposed budget to submit to the Governing Board at the July meeting. The largest portion of the work will fall to the Program Committee. David Sanders has suggested submitting budget guidance to the Committees.
- Other Finance/Budget Items: The MCC must stay with the bank used by Fairfax County. The staff is going to provide periodic updates of expenditures compared against the approved budget. The format for presenting the budget will be discussed at the next Committee meeting.
- MPA: Dent said the McLean Project for the Arts has tabled the MCC/MPA Agreement for the time being. He also said the MCC is awaiting payment from what the MPA owes for the last fiscal year. The Board is not foregoing the money and payment is anticipated.

Communications: Drew Clark

- The Committee will meet in March. Auerbach said she signed the letter to community organizations inviting them to list their events on the community calendar on the MCC's Web site.

Capital Facilities Committee:

- Capital Projects Update: In the absence of Committee Chair David Sanders, Auerbach reported on the February 24 Committee meeting. The Committee was given a report on a list of capital projects. The winning bid for replacing the theatre doors and balcony was \$53,843, and the project is working its way through purchasing at the County. The storm water management project will begin in the spring. There has been some termite damage, and a new termite treatment will be done on February 26. The Committee approved a design for new Firehouse doors. Rasmussen said that an additional \$10,000 above the original cost estimate of \$43,000 is requested to provide for high-efficiency glass and other safety protections.
 - ***Amended Recommendation: Accept the design for the Teen Center doors as presented, at a cost of up to \$53,000.*** Approved by the Board.
- Spring Hill Gym: Auerbach reported that representatives from the Fairfax County Park Authority and the architect from Samaha Associates made a presentation to the Committee that included conceptual plans and cost estimates. The Committee is requesting that the Board delegate authority to the Committee to respond to the FCPA on cost and control issues so that a recommendation on the gym can be made at the April Board meeting. Jane Edmondson commented that Supervisor Foust is going to get involved in the hope that there is room to lower the FCPA's \$8M cost estimate.
 - ***Amended Recommendation: That the Governing Board delegate to the Capital Facilities Committee the responsibility to prepare a response to the Fairfax County Park Authority regarding a letter of intent and a cost proposal for the proposed gym at Spring Hill.*** Approved by the Board.

Friends of the MCC: Lori Wertz

- Wertz reported that the Friends talked about the adult spring dance, their reserve funds, and upcoming receptions. They are preparing 126 labels for a mailing to non-members. They are planning to provide a couple bonus months of membership for those who join at ArtFest in October.

Continuing Business: None.

New Business: None.

March Committee Meeting Dates:

Election Committee:	Wednesday, March 4: 8:00 p.m.
Capital Facilities:	Tuesday, March 10, 7:30 p.m. (tentative)
Communications:	Wednesday, March 18, 8 p.m.
Finance:	TBD

- **Motion: Move into Executive Session** [regarding Negotiating Strategy on Spring Hill Gym].
Approved by the Board.
- **Motion: Move back into regular session.** Approved by the Board.

Adjourned: 9:15 p.m.

Respectfully submitted,

Sean Dunn,
Secretary